

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY

ASSISTANT SUPERINTENDENT OF SCHOOLS

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Central Office
Job Posting No: CS44858CO
Hours: 40 hours per week
Salary: MP -70, \$105,623.00 – \$144,021.00 (Annually)
Closing Date: November 17, 2015

The Department of Children and Families is currently recruiting for (1) full-time (40 hours), Assistant Superintendent of Schools. This position will be located 505 Hudson Street, Hartford, CT.

Duties: Assist in the planning, directing and coordinating of administration of all programs in the State Unified School District; consults with local public school officials concerning educational programs provided by school district; interprets guidelines and procedures on local level; responds to questions from staff, parents and local boards of education on specific issues; evaluates programs and teachers for conformance to standards; documents State Unified School District's compliance with state and federal statutes; develops training programs for staff and teachers; represents department at meetings with other agencies and on statewide committees; performs related duties as required.

Knowledge, Skills and Abilities: Knowledge of the philosophy and methods of education and teaching; knowledge of principles and practices of education for special needs population; knowledge of methods of educational administration; knowledge of state and federal educational law and mandates; administrative ability.

General Experience: A Master's degree in education or related field plus eighteen (18) semester hours of graduate credit and completion of fifty (50) school months of successful teaching or service employment as identified in State of Connecticut, Regulation of State Board of Education, Sec. 10-145d-574 (a-f).

Special Requirements: Connecticut State Board of Education certification as a Intermediate Administrator/Supervisor will be required at time of appointment. Incumbents in this class may be required to possess and retain a current Connecticut Motor Vehicle operator's license.

Preference: Preference will be given to qualified applicants with significant clinical and administrative leadership experience in child and adolescent behavioral health, particularly in a congregate care setting, experience with strategic planning, program implementation, and quality improvement, those with considerable knowledge of relevant Connecticut and Federal statutes and regulations and Joint Commission accreditation standards and considerable oral and written communication skills.

Application Instructions: Interested and qualified candidates who meet the above eligibility requirements should submit an Application for Employment (CT-HR-12), resume, letter of intent and three (3) letters of SUPERVISORY references (current State employees please provide last two Service Ratings in lieu of references). Please reference Job Posting #CS44858CO. Application material can be faxed to (860) 550-6433. Applications must be postmarked no later than closing date indicated above. Incomplete packages will not be considered. Due to the large volume of applications we are unable to provide confirmation of receipt or status updates during recruitment process.

DEPARTMENT OF CHILDREN AND FAMILIES
505 HUDSON STREET
HUMAN RESOURCES, 8TH FLOOR
HARTFORD, CT 06106
Attention: Cynthia Sailor

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.